

# Town of Snow Hill Municipal Election CANDIDATE FILING PACKET



Election Date:

May 5, 2020

Candidate Deadline to File:

Tuesday, March 31<sup>st</sup>, 2020





## **CANDIDATE CERTIFICATION**

Town of Snow Hill Municipal Election  
Board of Elections Supervisors of Snow Hill, Maryland

You must file a Candidate Certification Form and Financial Disclosure Form with the Snow Hill Board of Elections Supervisors to become a candidate in the Snow Hill General Election.

**THE DEADLINE TO FILE THIS FORM IS THE LAST BUSINESS DAY OF MARCH BEFORE AN ELECTION NO LATER THAN 4:30PM.**

Complete the entire certification form. All pages must be submitted with original signatures of the candidate and treasurer. Incomplete or illegal forms will not be accepted. You must notify the Snow Hill Board of Elections Supervisors of any changes to the information.

A Financial Disclosure Statement (Form #1) is attached to your certification form. This disclosure statement must be completed and returned with the certification form. You are provided with instructions to assist in completion of the form.

All local elected officials and candidates to be local elected officials shall file the financial disclosure statement required by Town Ordinance No. 2013-03 "Public Ethics".

All filing fees must be paid when submitting your forms.

No person shall file for candidacy to more than one elected Town public office or hold more than one elective Town public office at any one time. Town employees are disqualified from being candidates, unless they take unpaid leave of absence upon filing the forms for Town elective office. The unpaid leave of absence shall be terminated upon withdrawal of the candidate's forms or loss in the election for Town office, whichever event shall first occur. Any Town employee who gains Town elective office shall be terminated as a Town employee upon the assumption of office.

### Attachments:

1. Candidate Certification Form
2. Financial Disclosure Instructions
3. Financial Disclosure Form
4. Town Code, Chapter 79 "Elections"
5. Town Charter, Section 5 "Qualifications of Councilmembers" and Section 15 "Qualifications of Mayor"



**SNOW HILL BOARD OF ELECTIONS SUPERVISORS**  
P.O. BOX 355, SNOW HILL, MARYLAND 21863

**CANDIDATE CERTIFICATION FORM**

<b>1. CANDIDATE NAME AND HOME ADDRESS</b>					
Enter the candidate's name, address, telephone number, and email address. Make sure that your name is how you would like it to appear on the official ballot. Note: the candidate's home address is an address to which legal notices may be sent. You must promptly notify the Snow Hill Board of Elections Supervisors of any changes.					
MR.	MRS.	MS.	LAST	FIRST	M.I.
STREET ADDRESS					APT/SUITE
CITY				STATE	ZIP CODE
DAY PHONE		NIGHT PHONE		E-MAIL ADDRESS	
<b>2. OFFICE SOUGHT</b>					
Enter the date of election, district, and office sought.					
DATE OF ELECTION		DISTRICT		OFFICE SOUGHT	
<b>3. TREASURER</b>					
I hereby assign the below listed person as my Treasurer during my campaign to run for elected office.					
Treasurer's Name					
Treasurer's Street Address					
Treasurer's City/State/Zip Code					
Treasurer's Phone Number					
Treasurer's E-mail Address					
<b>4. AFFIRMATIONS</b>					
Pursuant to the Town Charter, I hereby certify that:				YES	NO
I am at least eighteen (18) years of age.					
I have been a resident of the Town of Snow Hill for the year immediately preceding the election for the office I am seeking.					
I currently reside at the address provided in the Town of Snow Hill.					
I am registered to vote at the above address in which I reside.					
Have you ever been convicted of a common-law felony or any other crime that would preclude you from holding office?					
I have provided a copy of my valid driver's license or state-issued identification card with this form.					

**[SEE REVERSE SIDE]**

<b>5. FILING FEE</b>	
Filing Fee Paid: \$ _____	Date Paid: _____
<b>6. CANDIDATE SIGNATURE</b>	
I formally request that my name be placed upon the official ballot as a candidate for such office in the coming election, to be held on the _____ day of May, _____, the same being the first Tuesday in said month.	
Candidate Printed Name	_____
Candidate Signature	_____
Date	_____
<b>7. NOTARY</b>	
State of Maryland, County of _____, to wit:  I hereby certify that on this _____ day of _____, in the year _____, before me, the undersigned personally appeared _____  known to me (or satisfactorily proven) to be the same person who executed the foregoing certificate and made oath in due form of law that the matters and facts set forth in the foregoing certification are true and correct to the best of his/her knowledge and belief. In witness, whereof I hereunto set my hand and official seal.	Official Seal must be affixed:
Signature of Notary Public:	_____
Printed Name of Notary Public:	_____
My Commission Expires:	_____
<b>8. BOARD OF ELECTION SUPERVISORS</b>	
I hereby certify that on _____ day of _____, in the year _____, a Certificate of Candidacy form was filed by _____ for the office of _____ and a fee of \$ _____ was paid by said applicant.	
I duly certify that I reviewed this Certificate of Candidacy form on _____ day of _____, in the year _____ and that a Financial Disclosure form was provided. I certify that the applicant meets the qualifications required to file for elected office	
Signature of Board of Elections Supervisor	_____

**Return to:** Town Hall, Municipal Building, 103 Bank Street, Snow Hill, Maryland.

Failure to file this form by the filing deadline established for the election may mean your name will not appear on the ballot for the office you are seeking. All forms must be received by the last business day on March prior to the election.

## **Town of Snow Hill Code**

### **Chapter 79. ELECTIONS AND CAMPAIGN FINANCING**

#### **§ 79-1 Purpose.**

The purpose of the election procedures contained in this chapter is to ensure, subject to all the provisions contained in this chapter and applicable provisions of the Charter, that every voter shall be entitled to exercise his or her right to vote; provide for and regulate the conduct of elections in the Town of Snow Hill; and to protect against fraud in connection with such elections.

#### **§ 79-2 Applicability.**

The provisions of this chapter shall apply to all elections, general, special, runoff and referendum.

#### **§ 79-3 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated below:

#### **BALLOT**

The means by which a vote is cast. "Ballot" or "ballots" include paper ballots, absentee ballots, provisional ballots or the labels that appear on the face of a voting machine, whichever in context is appropriate.

#### **BUSINESS ENTITY**

Any corporation, limited liability company, general or limited partnership, sole proprietorship (including a private consulting operation), joint venture, unincorporated association or firm, institution, trust foundation or other organization, whether organized for profit or not. As used in this chapter, the term "business entity" shall not include a political committee registered with the Town.

#### **CAMPAIGN REPORT**

A report of contributions received and expenditures.

#### **CANDIDATE**

Any person who seeks election to the office of Mayor or Councilperson of the Town of Snow Hill.

## **CONTRIBUTION**

A loan, transfer or promise of transfer of money, property, use of property or any other thing of value (other than a "contribution-in-kind" as defined herein) to any candidate or to any political committee to promote the success or defeat of a candidate or of any matter or issue which has been submitted to a vote at an election or is in the process of being petitioned to referendum. For the purposes of this chapter, volunteered services shall not be considered a "contribution" unless they are professional services. Use of a personal phone, residence, or personal vehicle incident to the provision of volunteered services exempt from regulation under this chapter likewise shall be considered exempt from reporting or regulation hereunder.

## **CONTRIBUTION IN-KIND**

A contribution of anything other than money or property, for example, services.

## **ELECTION**

The process by which the voters of the Town of Snow Hill vote for Mayor or Councilperson, any Charter amendment, proposition, or question, and, unless otherwise indicated, shall include all elections, general, special, runoff and referendum.

## **INDEPENDENT EXPENDITURES**

An expenditure by a person or political committee that expressly advocates the election or defeat of a clearly identified candidate and that is not made in cooperation with or at the request of such candidate, the candidate's political committee or their agents.

## **PERSON**

Includes an individual or business entity.

## **POLITICAL COMMITTEE**

Any combination of two or more persons which assists or attempts to assist in any manner in promoting the success or defeat of a candidate or of any matter or issue which has been submitted to a vote at an election or is in the process of being petitioned to referendum, or any group of individuals, including any civic association, acting in concert for the same purposes to collectively make independent expenditures that exceed \$100 in a calendar year.



**POLITICAL MATTER**

Any pamphlet, circular, card, sample ballot, poster, billboard, advertisement, button or any other printed, photographed, typewritten, electronic, or digital media or written material or statement relating to any candidate or prospective candidate or any matter or issue which has been submitted to a vote at an election or is in the process of being petitioned to referendum.

**PRACTICABLE**

Capable of being done, effected, or put into practice with the available means.

**PROFESSIONAL SERVICES**

Any service performed by a business entity, and any service performed by a person or group of persons for which such person or group of persons are compensated, and which requires specialized professional, technical or administrative training or experience or experience in a recognized skilled trade or craft. The term "professional services" includes, but is not limited to, the services of attorneys at law, public accountants, drafters, printers, photographers, graphic artists, public relations experts, and consultants.

**PROVISIONAL BALLOT**

A ballot used to record a vote when there is some question in regards to a given voter's eligibility.

**PUBLIC OFFICE**

The office of Mayor or Councilperson, or other elected offices of the Town of Snow Hill.

**SUPERVISORS**

The Town of Snow Hill Board of Election Supervisors.

**VOTER'S ASSISTANT**

A person other than the voter selected to assist the voter in completing the absentee ballot and/or the absentee ballot application. An assistant must be at least 18 years of age; cannot be a candidate on the ballot; cannot be the voter's employer or an agent of the employer; and cannot be an officer or agent of the voter's labor union. The assistant must sign an affidavit swearing under penalty of perjury that the voter has appointed him/her to act as the voter's assistant in regard

to completing an absentee ballot and/or absentee ballot application, that he/she, in fact, provided assistance to the voter in regard to completing the voter's absentee ballot and/or application, that he/she in no way influenced the decision(s) of the voter (either the decision to appoint the assistant or decisions as to completion of the ballot), and that he/she completed the ballot in a manner consistent in all material respects with the express instructions of the voter.

#### § 79-4 Uniformity of elections.

The Board of Election Supervisors shall conduct all elections held under this article in the Town of Snow Hill corporate limits in accordance with the Charter and other provisions of this article. Except where it would be impracticable, or as otherwise provided in this article, the electoral process for general elections and special elections shall be uniform.

#### § 79-5 Qualification of voters.

##### A.

Qualified voters. Only persons qualified to vote in Town elections, according to the terms of § 23B of the Town Charter shall be registered as qualified voters.

##### B.

Qualifications. The qualifications of voters include all of the following:

##### (1)

Citizen of the United States.

##### (2)

Age of 18 years or older on or before the day of the next Town election.

##### (3)

Resident of the State of Maryland for at least 30 days prior to any Town election.

##### (4)

Has resided within the corporate limits of the Town for 30 days prior to any Town election.

##### C.

Every qualified voter of the Town is entitled to vote in all Town elections for Mayor and for the Councilperson representing his or her voting district.

#### § 79-6 Special elections.

All special Town elections shall be conducted by the Board of Election Supervisors in the same manner and with the same personnel, as far as practicable, as regular Town elections.

~~§ 79-7~~ Notice.

A.

The Board of Election Supervisors shall give at least 10 days' notice of the election by an advertisement published in at least one newspaper of general circulation in the Town, by posting a notice thereof in some public place or places in the Town, and by mailing notices to all of the applicable registered voters.

B.

The notice shall include:

(1)

A time and place of the election (specifying the address(es) of all polling places).

(2)

The offices, candidate names, and questions contained on the ballot.

~~§ 79-8~~ Emergencies.

A.

In the event of a state of emergency, declared by the Governor in accordance with the provisions of law, that interferes with the electoral process, the emergency proclamation may:

(1)

Provide for the postponement, until a specific date, of the election in part or all of the state;

(2)

Specify alternate voting locations; or

(3)

Specify alternate voting systems.

B.

If the emergency circumstances, not constituting a declared state of emergency, interfere with the electoral process, the Board of Elections, after conferring with the Mayor and Town Council, may take any action necessary to provide a remedy that is in the public interest and protects the integrity of the electoral process.

§ 79-9 Filing certification of candidacy.

A.

Each person seeking elective office in a Town election must be a qualified candidate and shall file a certificate of candidacy signed by the candidate. Such certificate shall state the following:

(1)

The office for which the candidate is seeking election;

(2)

The name of the candidate as he or she wishes it to appear on the ballot (to include at least one given name, the initial letter of all other given names, the surname of the candidate, and any applicable nicknames);

(3)

The principal residential address of the candidate;

(4)

A statement that, as of the date the certificate is submitted, the candidate is a registered voter of the Town and that, as of the date of the election, the candidate will meet all the qualifications required by this chapter for the elective office for which he or she is a candidate;

(5)

Disclosure of any action involving conflict of interest between candidate and the Town; and

(6)

All disclosures as required under the Town Ethics Code.

B.

A certificate of candidacy shall be received by the Board of Election Supervisors before 4:30 p.m. on the last business day of March prior to Town election to which the certificate applies. Any filing fees required by the Code must be presented with the certificate of candidacy. No person shall file for candidacy to more than one elective Town public office or hold more than one elective Town public office at any one time.

C.

Any person seeking candidacy for elected offices with the Town must provide the name and address of their selected Treasurer when submitting their certificate of candidacy. Any certificates presented without this information will not be accepted.

D.

Town employees are disqualified from being candidates, unless they take an unpaid leave of absence upon the filing of the certificate for Town elective office. The unpaid leave of absence shall be terminated upon withdrawal of the candidate's certificate or loss in the election for Town office, whichever event shall first occur. Any Town employee who gains Town elective office shall be terminated as a Town employee upon the assumption of office.

§ 79-10 Authority of Town Manager to receive certificate of candidacy and reports.

The Town Manager is authorized to receive, on behalf of the Board of Election Supervisors, all petitions of candidacy, notices of election contest, reports of appointment or resignation, campaign finance or other reports and disclosures required to be filed under the provisions of this chapter. Except as otherwise provided, all reports, petitions or other documents so submitted shall be deemed filed with the Supervisors when received by the Town Manager. All such reports or filings shall be transmitted to the Board of Election Supervisors without delay.

§ 79-11 Conduct of elections.

A.

On the first Tuesday in May in 2012, the Mayor and one Council member shall be elected for a two-year term. On the first Tuesday in May every two years thereafter a Mayor and one Council member shall be elected to serve for a period of two years.

B.

On the first Tuesday of May in 2013, qualified voters of the Town shall elect two persons to serve as Council members. All Council members shall serve for a period of two years. On the first Tuesday in May every two years thereafter, two positions on the Council shall be filled to serve for a period of two years.

C.

It shall be the duty of the Board of Election Supervisors to provide for each special and general election a suitable place or places for voting and suitable ballot boxes and ballots and/or voting machines. The ballots and/or voting machines shall show the name of each candidate for elective office, excluding write-in candidates, in accordance with the provisions of the Charter, arranged in alphabetical order by office with no party designation of any kind.

D.

Polling places shall be designated by the Board of Election Supervisors with the approval of the Mayor and Council and shall remain open from 7:00 a.m. to 7:00 p.m.

All qualified voters who are waiting in line to vote at the time of the official closing of the polls shall be permitted to vote.

E.

Any person handling absentee ballot packets or voted absentee ballots for or on behalf of a voter must be at least 18 years of age. The following persons shall not handle an absentee ballot packet or a voted absentee ballot for or on behalf of a voter for any reason:

(1)

Candidates running for elected office.

(2)

The voter's employer or an agent of his or her employer.

(3)

Any member or agent of the voter's union.

79-12 Registration of voters.

A.

Any qualified citizen residing within the corporate limits of the Town of Snow Hill who is registered to vote with the Supervisors of Elections for Worcester County and is at least 18 years of age on election day shall automatically become a registered voter of the Town of Snow Hill and be entitled to vote at general or special elections of the Town of Snow Hill.

B.

The Supervisors of Elections for Worcester County shall maintain the registration lists in accordance with their usual procedure, including but not limited to removing names because of changes of address and cancellation of registration for failure to vote.

C.

Challenges to the registration of any individual not believed to be qualified to vote in the Town elections shall be filed with the Supervisors of Elections for Worcester County, Maryland, in accordance with said Supervisors' procedures.

D.

Voter registration for Town elections shall close on the fifth Friday prior to any Town election.

~~§ 79-13~~ Votes made only by ballot.

In any election conducted under this article:

A.

All voting shall be done by absentee, regular or provisional ballot; and

B.

Only votes properly and validly cast by regular, absentee, or provisional ballot may be counted.

~~§ 79-14~~ Responsibilities for preparation.

The Board of Elections Supervisors shall, in advance of each election, certify the content and the format of each ballot to be used in an election.

~~§ 79-15~~ Standards for ballots.

Each ballot shall:

A.

Be reasonably understandable by voters;

B.

Present all candidates and questions in a fair and nonpreferential manner;

C.

Permit the voter to record a vote on questions and on the voter's choices among candidates;

D.

Protect the secrecy of each voter's choices; and

E.

Facilitate the accurate tabulation of the choices of the voters.

~~§ 79-16~~ Arrangement of ballots.

A.

The offices to be voted on shall be arranged on the ballot in the following order, as applicable:

(1)

Mayor.

(2)

Town Council.

B.

A ballot shall contain the name of every candidate who is authorized to appear on the ballot. The name of the candidate should be that which he/she provided when filing for candidacy (to include at least one given name, the initial letter of all other given names, the surname of the candidate, and any applicable nicknames) and listed in alphabetical order by last name. In cases of candidates for a Council seat, the name of the candidate shall be listed with reference to the district in which the candidate resides and is seeking to be elected.

C.

Questions to be voted upon shall be placed on the ballot in the following order:

(1)

Those relating to the creation or adoption of or the amendment or other change to the Charter of the Town;

(2)

Those relating to other enactments by the governing body of the Town; and

(3)

Other questions.

Nondiscrimination.

No person shall be denied the right to vote or seek election for or hold public office in the Town for any unlawful and discriminatory reason.

Absentee voting.

A.

Qualification for absentee voting. Any qualified voter registered to vote in the elections of the Town of Snow Hill is entitled to vote by absentee ballot.

B.

Documentation to be kept by the Board. The Board of Election Supervisors shall maintain a full record of absentee voting for the Town of Snow Hill, including, for each absentee voter:

(1)

The date and time of the Board's receipt of an application for an absentee ballot;

(2)

The action taken with regard to the application;

(3)



The appropriate ballot style;

(4)

The date of issuance of a ballot;

(5)

If mailed, the address to which the ballot was sent;

(6)

The date and time of the receipt of a voted absentee ballot; and

(7)

The identity of any voter's assistant aiding a voter in regard to an absentee ballot or absentee ballot application and copies of all documentation signed and/or submitted by the voter and the voter's assistant in connection with the assistance provided or to be provided by the voter's assistant.

C.

Application for absentee ballots. An application for an absentee ballot signed by the voter may be made:

(1)

On a form produced by the Board of Election Supervisors and supplied to the voter on request; or

(2)

In a written request that includes, at a minimum:

(a)

The voter's name and residence address.

(b)

The voter's date of birth.

(c)

The address to which the ballot is to be mailed, if different from the residence address.

D.

Deadline for receipt of application. Except for a late application under § **79-18E** of this section, application for an absentee ballot must be received by the Board of Election Supervisors not later than seven business days prior to the election, by 4:30 p.m. An application shall be submitted by mail (United States Postal Service), ground courier (e.g., Federal Express), or by hand delivery.

E.

Late ballot application. Beginning six days prior to an election through the closing of the polls on Election Day, on weekdays during normal business hours (between the hours of 9:00 a.m. and 4:30 p.m.), a member of the Board of Election Supervisors shall be present at Town Hall to receive and process absentee ballot applications. On such days and during such hours, any registered voter qualified to vote under § **79-18A** of this article may apply in person to the member of the Board of Elections present at Town Hall for an absentee ballot. A completed absentee ballot application shall be submitted by hand to the member of the Board of Elections present at Town Hall, and the member of the Board of Elections shall immediately determine whether the voter is qualified to vote in the election and otherwise review and process the absentee voter application. Upon a determination that the voter is qualified to vote, the member of the Board of Election Supervisors shall give to the voter an absentee ballot packet. If the voter is determined not to be qualified or eligible to vote, the application will be denied, and the voter shall be informed of such denial in writing.

F.

Absentee ballot packets.

(1)

The Board of Election Supervisor will be provided with 500 blank absentee ballots to be used for absentee ballot packets. These ballots should be accounted for by the Board, and any ballots that are not distributed should be returned to the Town Manager the day before the election.

(2)

Absentee ballots shall be accompanied with instructions for completing and returning the ballot (which instructions shall be uniform and shall be formulated by the Board of Election Supervisors in advance of any election). All absentee ballots shall be clearly and properly completed by the voter (or qualified voter's assistant). An absentee ballot shall be enclosed in specially marked envelopes, the form, and the content of which shall be prescribed by the Board of Election Supervisors. All ballots will display the Town raised seal.

(3)

The Town of Snow Hill uses a three-envelope system. The innermost envelope shall be designated the "ballot envelope," which shall fit inside the envelope designated the "return envelope," both of which, as part of the absentee ballot package to be sent or given to the voter, shall fit inside the envelope designated as the "outgoing envelope."

G.

Mailing absentee ballot packets.

(1)

In regard to absentee ballot applications other than late absentee ballot applications (as governed by § 79-18E above), as soon as practicable after receipt of an application for an absentee ballot, the Board of Election Supervisors shall review the application and determine whether the applicant qualifies to vote by absentee ballot.

(2)

If the applicant qualifies to vote by absentee ballot, the Board of Election Supervisors shall mail the ballot packet to the applicant:

(a)

As soon as practicable, but not later than three business days after receipt of the request; or

(b)

If the ballots have not been received from the printer, as soon as practicable, but not more than three business days after the Board of Election Supervisors received delivery of the ballots.

(3)

If the members of the Board of Elections determine that the applicant is not entitled to vote by absentee ballot, the applicant may appeal such determination to the members of the Board of Election Supervisors. in conformance with Code § 79-23.

(4)

Not more than one absentee ballot may be issued to a voter unless the Board of Election Supervisors determines upon a sufficient showing that an absentee ballot previously issued to the voter has been lost, destroyed, or spoiled.

H.

Return of voted ballot.

(1)

When voted and returned to the Board of Elections, an absentee ballot shall be enclosed and sealed in a ballot envelope, on which has been printed an oath prescribed by the Board of Elections, and such oath must be sworn to and executed by the person voting upon and submitting the absentee ballot. All ballot envelopes must be placed inside the return envelope and sealed.

(2)

Completed absentee ballots shall be returned to the Board of Election Supervisors in one of two ways:

(a)

By mail. Voted absentee ballots returned by mail must be postmarked on or before the day of the election and received on or before 4:00 p.m. on the fourth Tuesday in May in order to be counted.

(b)

By hand delivery. Voted absentee ballots may be hand-delivered to a member of the Board of Election Supervisors present at Town Hall, during regular business hours, on weekdays, beginning six days prior to the election, through the day before the election. Voted absentee ballots returned the day of the election must be delivered to the Board of Election Supervisors at the polling site prior to the close of the election.

I.

Ballot and voter assistance.

(1)

A voter who requires assistance in completing an absentee ballot by reason of disability, inability to write, or inability to read the ballot may be assisted by any individual:

(a)

Who is not a candidate on the ballot to be completed;

(b)

Who is not the voter's employer or an agent of the employer;

(c)

Who is not an officer or agent of the voter's labor union;

(d)

Who is at least 18 years of age; and

(e)

Who is not a person providing professional services to a candidate for the purposes of being elected to public office in the Town of Snow Hill.

(2)

An individual rendering assistance under this section (a "voter's assistant") shall execute an affidavit as prescribed by the Board of Elections. Such affidavit shall swear under penalty of perjury that the voter has appointed him/her to act as the

voter's assistant in regard to completing an absentee ballot, that he/she, in fact, provided assistance to the voter in regard to completing the voter's absentee ballot, that he/she in no way influenced the decision(s) of the voter (either the decision to appoint the assistant or decisions as to completion of the ballot), and that he/she completed the ballot in a manner consistent in all material respects with the express instructions of the voter.

J.

Absentee ballot counting

(1)

On the Tuesday following an election, the Board of Election Supervisors shall meet at its designated counting center to count the absentee ballots cast in that election in accordance with the regulations and guidelines established in Chapter 79 of the Town Code. Ten randomly selected absentee ballots will be withheld from the count and will be counted (along with other absentee ballots received by mail later than the Tuesday following the election) on the fourth Tuesday in May. Publication and certification of election returns and results shall be handled in accordance with § 79-21 of this chapter.

(2)

Upon final count of all absentee ballots, the Board of Elections will certify the results to the Town Manager, who shall cause the results to be published at Town Hall, as well as recorded in the minutes of the June meeting following an election.

(3)

Absentee ballots delivered by hand delivery after the day of the election (to the Town Hall or the Board of Elections) shall not be counted. Absentee ballots delivered by mail and bearing a postmark that is later than the day of the election shall not be counted. Any absentee ballots delivered by mail and received by the Town after 4:00 p.m. on the fourth Tuesday in May in the month of an election shall not be counted.

(4)

The Board of Election Supervisors shall not:

(a)

Open any envelope containing a returned absentee ballot prior to the closing of the polls for that election.

(b)

Delay the commencement of the counting to await the receipt of late-arriving ballots.

(c)

Reject an absentee ballot except by simple majority vote and in accordance with the Charter and the Town Code's regulations. The Board shall reject an absentee ballot if:

[1]

The voter died before election day; or

[2]

The voter failed to sign the required oath on the ballot envelope; or

[3]

A voter's assistant failed to sign the required oath included in or with the ballot package; or

[4]

The Board received more than one ballot from the same voter for the same election in the same ballot envelope; or

[5]

The Board determines, based on credible and clear and convincing proof, that the ballot is otherwise fraudulent or unlawfully completed.

(d)

If the Board of Election Supervisors receives more than one legally sufficient ballot, in separate envelopes, from the same voter, the Board shall:

[1]

Count only the first ballot received based on postmark date with the latest properly signed oath; and

[2]

Reject the other later-received ballot(s).

(e)

If the intent of the voter is not clearly demonstrated as to a particular office or question, the Board shall reject only the vote for that office or question.

(f)

If an absentee voter casts a vote for an individual once registered as a candidate, but who has ceased to be a qualified and registered candidate,

the vote for that candidate may not be counted, but that vote does not invalidate the remainder of the voter's ballot.

~~§ 79-19~~ Ballot accountability.

A.

Absentee ballots that have been given to the United States Postal Service for delivery by mail to the Town shall be held by the Snow Hill Post Office in the Town's post office box until collected from such box in accordance with this section. Two members of the Board of Election Supervisors, escorted by a uniformed police officer from the Snow Hill Police Department, shall collect absentee ballots at three separate points in time: five days prior to the election; one day prior to the election; and on election day. On each of these occasions, the envelopes shall be counted, with both members of the Board of Election Supervisors and the uniformed police officer signing an acknowledgement of the number of retrieved absentee ballots. The ballots shall be stored in a secure location until election day.

B.

Election records and documents shall be sealed and preserved in the Snow Hill Police Department Evidence Room for no less than ~~four~~ years from the date of the election.

~~§ 79-20~~ Provisional ballots.

A.

Qualifications to vote with provisional ballot. A voter shall be issued a provisional ballot at the polling place on the day of election if:

(1)

The voter's name is not on the voter rolls; or

(2)

The voter did not provide proper identification upon request; or

(3)

The voter's registration is pending because of clerical reasons; or

(4)

The voter is challenged by a member of the Board of Elections for any reason.

B.

Voting by provisional ballot.

(1)

Upon the occurrence of one of the events or circumstances listed in § 79-20A, the Board of Election Supervisors will provide the voter with a provisional ballot application. Once completed and signed, the voter will be issued a provisional ballot, in a form established by the Board of Election Supervisors.

(2)

After voting the provisional ballot, the voter will seal the voted ballot in the envelope provided and put the envelope in the designated area provided by the Board of Election Supervisors with the application attached.

C.

Provisional ballot assistance.

(1)

A voter who requires assistance in completing a provisional ballot by reason of disability, inability to write, or inability to read may be assisted by any individual other than:

(a)

A candidate who is on the ballot; or

(b)

The voter's employer or an agent of the employer; or

(c)

An officer or agent of the voter's union; or

(d)

A poll watcher.

(2)

A voter may request assistance from a member of the Board of Elections.

(3)

An individual rendering assistance under this section shall execute an affidavit as prescribed by the Board of Election Supervisors and included in the instructions under § 79-18I of this chapter.

D.

Eligibility of a provisional ballot application/voter will be determined by the Board of Election Supervisors after the election and before the absentee ballots are counted on the fourth Tuesday in May, prior to the next Town meeting following the election.



E.

Provisional ballot record. The Supervisors of the Board of Elections shall maintain a full record of provisional voting in the Town.

F.

If the Board of Election Supervisors rejects a provisional ballot/application, the Board must notify the provisional ballot voter in writing, stating the reason(s) for the rejection of the provisional ballot/application.

G.

If the Board of Election Supervisors approves the provisional ballot application, the sealed envelope containing the provisional ballot shall be detached and separated from such application and included with and among absentee ballots to be counted. This shall be done so as to maintain the secrecy of all provisional ballots.

**§ 79-21 Publication and certification of election returns and results.**

In accordance with all applicable Code and Charter provisions, the Board of Elections shall count all qualified regular ballots, absentee ballots, and provisional ballots in its custody, and shall announce and publish the uncertified results of such count at the closing of the polls. The official election results, however, shall not be finalized and certified until the fourth Wednesday in May following the election. Candidates shall be notified of the certified results and all election results shall be posted at Town Hall and on the town website. Between any announcement or publication of votes counted by the Board of Election Supervisors and the final certification of election results, the vote count shall remain non-final and subject to change and, during such time, the Board shall count all absentee ballots mailed and bearing a post mark on or before the election day and received after the election day; hear and decide any timely appeals or contests; act upon all provisional ballot applications; and take any other action necessary to arrive at final and certified election results on the fourth Wednesday of May following the election.

**§ 79-22 Runoff elections.**

In the event of a tie vote in the election of Mayor and/or Council member, a runoff election of the tied candidates shall be conducted on the fourth Tuesday after the election. If, due to the date of a special election, a runoff election would occur on a Town, state, county or federal election day or holiday, the runoff election shall be scheduled on a date which is not a holiday during the fourth week following the election.

§ 79-22 Election contests and appeals.

A.

Contests/complaints made before election day. Any candidate, voter or other person wishing to file a complaint or contest (concerning any matter involving or affecting the voter rolls, voter registration, ballots, campaigns, or any other matter concerning voting or the election) prior to the election day shall submit said complaint or contest in writing to the Town Manager, who will give it to the Chairperson of the Board of Election Supervisors as soon as practicable upon receipt. The Board of Election Supervisors will hold a public meeting within three days from the receipt of the complaint/contest. The complainant shall be notified of the meeting location, date and time. The Board of Election Supervisors shall promptly issue its findings and conclusions in writing, and shall provide a copy of same to the complainant. The Board of Election Supervisors may, but shall not be required to, take steps outside of the aforementioned public meeting to investigate the matters at issue in the contest/complaint. Subject to the provisions of the Maryland Public Information Act, any complaints/contests filed with the Town hereunder, as well as the Board's written findings and conclusions, shall be posted at Town Hall and on the town website, and shall otherwise be made publicly available upon request.

B.

Contests/complaints made on or after election day.

(1)

Any candidate, voter, or other person who wishes to contest the results of an election, the counting or failure to count a ballot, the granting or denial of an absentee ballot or provisional ballot application, or any other matter relating to voting or elections, on or after election day, shall give written notice thereof to the Town Manager, to be promptly given to the Board of Election Supervisors. Such notice shall be given to the Town Manager no later than three working days after the date the results of the election are certified to the Council. The written notice shall be signed and made under oath, under the penalty for false statement provided under the Town Code.

(2)

Upon receiving a notice of election contest made hereunder, the Town Manager shall immediately refer the notice to the Board of Election Supervisors. The Mayor, Council and all candidates potentially affected by the contest shall be notified that an election contest has been submitted. The Board of Election Supervisors shall conduct a factual investigation of the contest, shall hold a public hearing on such contest, and shall decide the contest no later than seven days after the receipt of the notice of election contest by the Town Manager. A

successful candidate whose election is contested pursuant to this section shall not be sworn in until the contest is resolved in the candidate's favor.

(3)

The Mayor, the Council, all candidates who were potentially affected by the contest, and the person who submitted the election contest, shall be immediately notified of the Board of Election Supervisors' decision in writing via the United States Postal Service. The Board of Election Supervisors shall provide the Town Manager with a written statement of its decision, and such statement shall be kept on file by the Town Manager as a matter of public record. The formal decision shall be posted at Town Hall, as well as the town website, and shall otherwise be made publicly available upon request, in accordance with the Maryland Public Information Act.

C.

Any candidate or voter aggrieved by any decision or action of the Board of Election Supervisors shall have the right to appeal such decision or action to the Circuit Court of Worcester County, Maryland. Appeals shall be taken by way of petition for judicial review filed with the Circuit Court within 30 days from the date of the decision of the Board of Election Supervisors, and such appeals shall be heard de novo and in conformance with state law governing administrative appeals. The decision or action of the Board of Election Supervisors shall be implemented by the Town pending a resolution of any appeal to the Circuit Court.

D.

Contests/complaints (whether submitted pursuant to Subsection A or B above) shall be decided by a simple majority of the members of the Board of Election Supervisors present to hear and decide such contest. No contest shall be heard or decided unless a quorum consisting of three of the five members of the Board of Election Supervisors is convened for that purpose.

E.

A complainant's contest or complaint (whether submitted pursuant Subsection to A or B above) shall provide reasonably adequate detail from which the Board of Election Supervisors can ascertain the nature and substance of the contest, and the factual or other basis for the contest. The notice shall include the name, address, and phone number of the person submitting it.

#### **§ 79-24 Electioneering.**

No person shall canvass, electioneer or post any political matter in any polling place or within a one-hundred-foot radius from the entrance and exit of the building where ballots are cast; provided, however, that the Board of Election Supervisors may designate a specific area within this radius for electioneering and the dissemination of election-related information. The designation of such an area is permissible only if it will not impede access to the polling place and will not require any person to traverse the location in order to access the polling place. Polling places and voting stations shall be frequently cleaned to ensure the removal of candidate literature and paraphernalia.

#### **§ 79-25 Certain offenses relating to voting.**

No person shall willfully or knowingly impersonate another person in order to vote, or vote or attempt to vote under a false name. No person may vote more than once for the same candidate; vote for more than one candidate for a particular office; vote more than once for the same ballot question; cast more than one ballot in the same election; or vote in more than one election district.

#### **§ 79-26 Voting by person convicted of felony; conditions.**

Effective July 1, 2007, if you have been convicted of a felony and have completed serving a court-ordered sentence of imprisonment, including any term of parole or probation for the conviction, you are eligible to register to vote. You do not qualify to register to vote if you have been convicted of buying or selling votes.

#### **§ 79-27 Breach of peace.**

A person may not hinder or impede the conduct of the Election Board by breach of the peace, disorder, or violence or threat of violence.

#### **§ 79-28 Tampering with election records or voting.**

No one may fraudulently tamper with election records of any kind, whether on paper or in any form, or interfere in any way with the casting of a vote by a person who the Election Board member knows is lawfully entitled to vote at an election.

#### **§ 79-29 (Reserved)**

#### **§ 79-30 Adding or deleting votes or provisional ballots.**

##### **A.**

In a polling place on election day, an Election Board member may not willfully and knowingly:

(1)

Permit a ballot or ballots to be placed into a ballot box prior to the time for voting;  
or

(2)

Place a ballot in a ballot box unless the ballot is offered by a properly registered voter or is a provisional ballot placed with other provisional ballots of the same character.

B.

A person may not:

(1)

Cause or permit a ballot, including a provisional ballot, to be cast or deposited in a ballot receptacle, voting device, or other receptacle designed for the collection of ballots other than by a person entitled under this article to cast a ballot; or

(2)

Substitute, alter, add, or remove a submitted ballot from a ballot receptacle, voting device, or other receptacle designed for the collection of ballots, except when instructed to do so by the election director.

§ 79-31 False oath or affirmation.

A.

A person may not willfully and falsely take an oath or affirmation prescribed:

(1)

By the Snow Hill Board of Elections; or

(2)

Pursuant to this article.

B.

A person may not willfully induce or procure, or offer to induce or procure, another person to willfully and falsely take an oath or affirmation prescribed:

(1)

By the Snow Hill Board of Elections; or

(2)

Pursuant to this article.

§ 79-32 False reports.

An Election Board member or other election official may not willfully and knowingly:

A.

Make, sign, publish, or deliver a false certificate or statement of the result of the election or any other false report of any kind; or

B.

Deface, destroy, or conceal any statement, tally, certificate, or other document entrusted to the official's care and custody.

§ 79-33 Defacing or removing records.

A.

A person with custody of election records may not willfully and knowingly:

(1)

Destroy, deface, falsify, remove, or conceal any record related to voting;

(2)

Make a fraudulent entry or alteration, or permit another person to make a fraudulent entry or alteration, of any record related to voting; or

(3)

Allow any other person to do the acts prohibited in Subsection A(1) and A(2) of this section.

B.

Any person who does not have custody over election items may not:

(1)

Do an act prohibited by this section; or

(2)

Advise, procure, or abet the commission of an act prohibited by this section.

C.

This section does not apply to the disposition of obsolete records in the ordinary course of the operation of the Snow Hill Board of Elections.

§ 79-34 Destruction of voting equipment.

A person may not willfully:

A.

Conceal, damage, or destroy voting equipment used or intended to be used on the day of election; or

B.

Remove voting equipment from the custody of the election judges or other election officials.

~~§ 79-35~~ Tampering with voting equipment.

A.

A person may not willfully and knowingly:

(1)

Tamper with, damage, or attempt to damage any voting equipment that is used or will be used in an election; or

(2)

Prevent or attempt to prevent the correct operation of any voting equipment that is used or will be used on the day of election.

B.

An unauthorized person may not make or have in the person's possession a key to any voting equipment that is used or will be used on the day of election.

~~§ 79-36~~ Removal or destruction of equipment or supplies.

A person may not remove, deface, or destroy equipment or supplies placed in a polling place by election officials during an election.

~~§ 79-37~~ False statements, entries, and electronic submissions.

A person may not make an electronic submission of a prescribed form, affidavit, campaign finance report, or other document on behalf of another person without that person's express consent.

~~§ 79-38~~ Other prohibited acts.

A.

A person may not directly or indirectly give, offer, or promise money, aid, a gift, an advantage, a preferment, or any other valuable thing to another person for the purpose of inducing or procuring that person to vote or refrain from voting for or against an individual, question, or measure at an election.

B.

A person may not directly or indirectly receive, accept, request, or solicit money, aid, a gift, an advantage, a preferment, or any other valuable thing from another person for the purpose of inducing or procuring a third person to vote or refrain from voting for or against an individual, question, or measure at an election.

C.

A person may not vote or refrain from voting for or against an individual, question, or measure at an election in consideration of money, aid, a gift, an advantage, a preferment, or any other valuable thing paid, received, accepted, or promised to the advantage of that person or of another person.

~~§ 79-79~~ Additional provisions.

A.

At the first regular Council meeting after each election, the Board of Election Supervisors shall officially report and certify the election results to the Mayor and Council.

B.

Write-in votes for Mayor or Councilperson shall not be accepted or tallied by the Election Supervisors unless the write-in candidate has officially filed.

C.

In the event that there is no provision in this chapter or the Charter pertaining to a given aspect of elections, then other applicable law and prior Town practices or customs (to the extent that such prior Town practices or customs are reasonably documented and clearly ascertainable by reference to and review of valid Town records) shall govern.

D.

Election records and documents shall be secured and preserved in the Snow Hill Police Department Evidence Room for no less than four years from the date of the election. Whenever records are reviewed, a Board of Election Supervisor must be present with a sworn police officer to ensure no records are removed from this location.

~~§ 79-80~~ Violations and penalties.

Anyone who violates the sections of Article I of this chapter will be found guilty of a misdemeanor, which is punishable by up to six months' imprisonment and no more than \$1,000 fine.



## **Article II: Campaign Financing**

### **§ 79-41 Finance reporting; violations and penalties.**

#### **A.**

Advertising. No person, candidate, campaign manager, treasurer, political committee, or similar entity shall expend any money for printing, publication or broadcasting of any political matter whatsoever, unless the matter purports on its face to be paid political advertisement and printed, published or broadcast by the authority of the person, campaign manager or treasurer for the named candidate, political committee, or similar entity

#### **B.**

Books, records, and receipts. Every candidate for the office of Mayor or Town Council for the Town shall appoint a Treasurer who shall have the responsibility of maintaining detailed, full and accurate accounts in a proper book or books to be called "account books." The account books shall contain a detailed record of contributions, monies, loans (including personal contributions, loans, and monies), or valuable things received, including the date each contribution was received and the name and address of each contributor. The account books shall also contain a detailed record of all disbursements made by the candidate or his or her representative acting on his or her behalf. Such account books shall be maintained by the candidate or his or her representative for at least one year following the date of the election.

#### **C.**

Campaign contributions.

##### **(1)**

No candidate for Mayor or Town Council shall receive campaign contributions in excess of \$250 per individual or entity per campaign in cash and/or in-kind services of a commercial nature.

##### **(2)**

The contributions of a candidate or the candidate's spouse to the candidate's own campaign are not subject to limitations, but must be reported as required in other provisions of this chapter.

##### **(3)**

Contributions of such in-kind services of a commercial nature shall be valued at a rate commensurate with the cost of purchasing similar materials or services.

(4)

All campaign contributions shall be received by the date of the election. Any campaign contributions received after the date of the election shall be returned to the contributor.

D.

Financial disclosure statements.

(1)

The candidate and/or Treasurer shall file a complete and accurate financial disclosure statement detailing the contents of the account books no later than seven days prior to the election. The financial disclosure statement shall include, but not be limited to, the name, address, amount of contribution and the date all contributions were received. Contributions of in-kind materials or services shall be valued as stated above. Each financial disclosure statement filed shall also contain a full and complete record of expenses and list any expenses incurred but not yet paid.

(2)

A financial disclosure statement shall be filed no later than 45 days after the date of the election. After payment of all campaign expenditures, any surplus funds shall be paid by the Treasurer to either the Town of Snow Hill to help defray the expenses of the election; a charitable organization as defined in the Annotated Code of Maryland; or a political club, committee, or party of the candidate's choice.

(3)

No financial disclosure statements shall be required if the contributions received total less than \$300 for the election; however, a statement under oath shall be filed by the candidate and Treasurer that no financial disclosure statement is required pursuant to this section. Such statement, if applicable, shall be filed seven days prior to the election.

(4)

Each financial disclosure statement shall include a representation certifying under oath that the contents of the statement are true and correct and shall be signed by the candidate and Treasurer.

(5)

The foregoing provisions shall also apply to unsuccessful candidates.

E.

Enforcement; appeals.

(1)

It shall be the duty of the Town Election Board to enforce this article and to ensure compliance by all candidates for Town office.

(2)

Any candidate or voter aggrieved by any decision or action of the Board of Election Supervisors shall have the right to appeal such decision or action to the Circuit Court of Worcester County, Maryland. Appeals shall be taken by way of petition for judicial review filed with the Circuit Court within 30 days from the date of the decision of the Board of Election Supervisors, and such appeals shall be heard de novo and in conformance with state law governing administrative appeals. The decision or action of the Board of Election Supervisors shall be implemented by the Town pending a resolution of any appeal to the Circuit Court.

F.

Late filing fees. There shall be a late filing fee for each financial disclosure statement which is not filed within the time prescribed. The fine shall be \$20 per day for the first five days and \$10 per day thereafter for each date that the report is overdue. The maximum fine to apply to any one report shall be \$250. Weekends and holidays shall be excluded in such time computations. Any fines assessed pursuant to this chapter shall be the personal responsibility of the candidate and Treasurer and may not be paid for by using campaign funds.

G.

Penalty.

(1)

The penalty for violation of this article, except for late filing as provided for above, shall be a fine of up to \$400, as determined by the Town Election Board.

(2)

In the event the candidate fails to pay the fine within 30 days, the Town shall obtain a judgment against the violator in a court of competent jurisdiction.

## **TOWN CHARTER**

### **Qualifications of Councilmembers and Mayor**

The qualifications for Councilmembers in §5 and §16 of the Town Charter are the same and are as follows:

- A. Candidates must have resided in the Town for at least one (1) year prior to their election, and must be a qualified voter of the Town. They shall maintain a permanent residence in the Town during their term of office. Candidates for Council must reside in the voting district in which they are elected to.
- B. Candidates shall be at least eighteen (18) years of age.
- C. Candidates must not have been convicted at any time of a common-law felony or of any of the following offenses or wrongful acts:
  - 1. Embezzlement
  - 2. Bribery
  - 3. Extortion
  - 4. Subornation of Perjury
  - 5. Treason
  - 6. Perjury
- D. For the purpose of this subsection a conviction shall mean and include a finding of guilt and/or a sentence by the Court of probation before judgment. Conviction of one or more of the foregoing offenses after the election and/or during a term of office shall result in disqualification to serve or continue serving as an elected official.

## **FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS FORM #1**

(Pursuant to the Public Ethics Law, Md. Code Ann., State Gov't Article, Title 15  
"Maryland Public Ethics Law")

### **A MESSAGE TO THOSE WHO ARE REQUIRED TO FILE DISCLOSURE STATEMENTS**

Please read the instructions carefully and be sure to provide all information requested for each interest you disclose on your statement. If you have any questions about the application of the Law, you may contact the Snow Hill Ethics Commission. Some schedules on the statement may require knowledge regarding whether an entity does business with the Town. If you have a question about a particular entity or need other assistance in completing the form, do not hesitate to call Town Hall at 410-632-2080.

Financial disclosure statements are public records that may be examined or copied by the public. At the top of the form we have provided a place for you to check if you want the Commission to notify you of the names and addresses of any persons who have examined or copied your statement.

Thank you for your cooperation.

### **NOTICE: ETHICS TRAINING REQUIREMENT**

**Effective October 1, 1999, persons NEWLY designated as public officials must receive 2 hours of ethics training from the State Ethics Commission within 6 months after being identified as having to file. Please contact Town Hall for more information.**

### **GENERAL INSTRUCTIONS**

#### **A. Persons Required to File Form #1 Statements – Public Ethics Law § 15-601.**

1. State officials in the Executive Branch, public officials in any branch of government, or candidates for office as State officials are required to file this financial disclosure statement.
2. Other Persons Required to File: Persons holding State positions compensated in whole or in part by public funds, and non-compensated appointees of the Governor, of the Court of Appeals or its Chief Judge, or the presiding officers of the General Assembly (other than the persons specified in No. 1 above) may be required to disclose annually, as public records, relevant information concerning their financial affairs deemed necessary by: (1) the Governor, by executive order, with respect to employees of the executive branch and non-compensated gubernatorial appointees; (2) the Chief Judge of the Court of Appeals, by order, with respect to employees and non-compensated appointees of the Judicial branch; and (3) the presiding officers of the General Assembly, by order, with respect to employees and non-compensated appointees of the legislative branch or of either of the presiding officers.
3. Board members earning 25% or more of a Grade 16 file Form No. 1.

**B. When to File – Public Ethics Law § 15-602, 603, 604 and 605**

1. A person holding an office, for which a financial disclosure statement is required, must file on or before April 30<sup>th</sup> each year during that person's term in office for the previous calendar year. § 15-602
2. A person who does not have a current financial disclosure statement on file and who is appointed to fill a vacancy in a position or office for which a statement must be filed, shall file a statement within 30 days after appointment for the previous calendar year. § 15-604
3. If a person in a position requiring disclosure leaves the position after January 1 but prior to filing the regular annual statement due April 30<sup>th</sup>, he or she must file the annual statement (covering the previous calendar year), plus an additional termination statement covering part of the current year served. You must file your termination statement within 60 days of leaving your position. § 15-604
4. This paragraph applies only to candidates for office as a Town official. Except for a person who has already filed a statement for the appropriate reporting period, a candidate for nomination or election to Town office must file the statement for the previous calendar year in which the certificate of candidacy is filed, together with that person's certificate of candidacy. In each calendar year, subsequent to the year in which the certificate of candidacy is filed, except in the year of the election, a statement covering the previous calendar year shall be filed with the election board on or before April 30<sup>th</sup>. In the year of the election, a statement covering the previous calendar year shall be filed on or before April 30<sup>th</sup> or the last day for the withdrawal of candidacy, whichever is earlier. A candidate who fails to file a required statement and is provided written notice from the election board of the default shall be deemed to have withdrawn the candidacy if the statement is not filed within 20 days of receipt of the notice. § 15-605

**C. Where to File and Where to Get Forms**

1. Disclosure forms are available at Town Hall, 103 Bank Street, Snow Hill, Maryland 21863. Make sure to return the completed forms to Town Hall who will then return all the forms to the Snow Hill Ethics Commission.
2. This paragraph applies only in an election year. A person filing this statement as a candidate for nomination or election to office will need to file this form and must file with the Snow Hill Board of Election Supervisors. If a form for the applicable period is on file with the Snow Hill Ethics Commission and the Commission has certified this fact to the Snow Hill Board of Election Supervisors, you do not have to submit another form with the election board.

**D. Glossary of Terms – Public Ethics Law § 15-102**

**Business or Business Entity** – any corporation, general or limited partnership, limited liability partnership, limited liability company, sole proprietorship (including a private consulting operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization engaged in business whether profit or nonprofit.

**Entity Doing Business with the Town –**

- (1) a party to any one or any combination of sales, purchases, leases or contracts to, from, or with the Town, or any agency thereof, involving consideration of five thousand dollars (\$5,000) or more on a cumulative basis during the calendar year for which a required statement is filed; including, as of the awarding or execution of a contract or lease, the total then ascertainable consideration committed to be paid, regardless of the period of time over which such payments are to be made.
- (2) a regulated lobbyist (lobbyist or lobbyist employer) as defined in § 15-701 of the Public Ethics Law; or
- (3) an entity regulated by the department or executive agency of the official or employee.

**Gift** – the transfer of anything of economic value regardless of the form without adequate and lawful consideration. Gift does not include the solicitation, acceptance receipt, or regulation of political campaign contributions regulated in accordance with the provisions of Election Law Article of the Annotated Code of Maryland, or any other provision of State law regarding the conduct of elections or the receipt of political campaign contributions.

**Immediate Family** – spouse and dependent children.

**Interest** – any legal or equitable interest, whether or not subject to an encumbrance or a condition, which was owned or held, in whole or in part, jointly or severally, directly, or indirectly. Interest does not include: (1) an interest held in the capacity of a personal representative, agent, custodian, fiduciary or trustee, unless the holder has an equitable interest therein; (2) an interest in a time or demand deposit in a financial institution; (3) an interest in an insurance or endowment policy or annuity contract under which an insurance company promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specific period; (4) a common trust fund or trust that forms of a pension or a profit-sharing plan that has more than 25 participants and which is determined by the Internal Revenue Service to be a qualified trust or college savings plan under the Internal Revenue Code; or (5) a mutual fund that is publicly traded on a national scale unless the mutual fund is composed primarily of holdings of stocks and interests in a specific sector that is regulated by the individual's governmental unit.

**Member of Household** – a persons' spouse, child, ward, financially dependent parent, or other relative who shares the person's legal residence, or a person's spouse, child, ward, parent, or other relative over whose financial affairs the person has legal or actual control.

**Person** – an individual or business entity.

**Public Official –**

(1) Any individual in an executive agency (also including an individual employed on a full-time contractual basis if employed for more than six (6) months who:

- (i) is a classified employee at grade level 16 or above, or, if not a classified employee, received a rate of compensation equal thereto, or is appointed to a board or commission; and
- (ii) is determined by the Ethics Commission who: is charged, individually or as a member of an executive agency, with decision making authority or acts as a principal advisor to one with such authority in making State policy in an executive agency or in exercising quasi-judicial, regulatory, licensing, inspecting, or auditing functions; and whose duties are not essentially administrative and ministerial.

**Regulated Lobbyist** – any entity/person or its employer required to register pursuant to lobbying provisions of the Public Ethics Law.

**Reporting Period** – the period covered by the Statement. An annual financial disclosure statement covers the previous calendar year and is due by April 30<sup>th</sup> each year. A termination statement covers the portion of the current calendar year served by the filer, beginning on January 1<sup>st</sup> to the last day the position is held.

**Town Official** – person holding office as Mayor and Town Council.

**Tenants by the Entirety** – an undivided equal ownership interest with survivorship rights in real property with one's spouse.

**E. Attributable Interest:**

Section 15-608 provides that certain property and business interests not directly held by a person may be attributed to him or her and must be reported on the financial disclosure statement. The circumstances under which attribution occurs are as follows:

1. If you owned a 30% or greater equity interest in any business entity during the reporting period and that business entity holds a property or business interest which, if you owned directly, you would be required to report on Schedule A, B, or C, the interest is attributable to you and you must report it on the appropriate Schedule. This limited attribution does not reduce or affect in any way the requirement for disclosure on Schedule A of real property held by a partnership even if the filer holds less than a 30% interest in the partnership.
2. If your spouse or child holds a property or business interest which you would have to report on Schedule A, B, or C, if you owned it directly, and if you exercised direct or indirect control over that interest at any time during the reporting period, the interest is attributable to you and must be reported on the appropriate Schedule.
3. If at any time during the reporting period you (a) held a reversionary interest in a trust or estate or (b) were the beneficiary of a trust or estate or (c) were the settler of a revocable trust, then any interest held by the trust or estate which you would have to report on Schedule A, B, or C, if you owned it directly, it is attributable to you and must be reported on the appropriate Schedule. For purposes of this attribution provision, you are a beneficiary of a trust if you are a current income beneficiary, either receiving income or currently entitled to receive income, or if you have a current ownership or other interest in the corpus of the trust. Beneficiaries of an estate include immediate beneficiaries of an estate even if it is not settled. A trust, within the meaning of this section, does not include a common trust fund or a trust which forms part of a pension or profit-sharing plan that has more than 25 participants.

**F. Unknown Information**

Section 15-607 of the Public Ethics Law requires you to disclose interests and information "if known" for the calendar year for which the required statement is to be filed. If you claim not to know information requested on the form, state "unknown" in response to that question on the statement. Information in the public records or otherwise obtainable is not "unknown", and must be reported.



**G. Blind Trust**

A filer having an interest relating to a blind trust should contact the Commission about the filing requirements.

## **FORM INSTRUCTIONS**

### **Identifying Information**

If you wish to be notified if anyone requests to see your financial disclosure statement, check the appropriate space near the top of the page. Print or type your **complete name and address** where you may be sent correspondence. **Identify your office for which you are filing a certificate of candidacy or the position you currently hold.** Also, **fill in the year of the reporting period.** Regular annual reports or reports by new officials will cover from January 1 through the last day of the **previous calendar year.** Termination reports will cover from the first day of the current calendar year until your last day in your position. The last lines of the general information block ("Office for which Certificate of Candidacy...") needs to be completed only during an election year and then only by individuals who are running for an elective office covered by the financial disclosure program. Please include your Town e-mail address, if you have one.

### **Signature and Notarization**

You **must file the financial disclosure statement under oath**, and willful and false filing is **subject to the penalties of perjury**, as provided in § 9-101, Criminal Law Article, Annotated Code of Maryland. All paper forms filed **must therefore be signed, dated and properly notarized.** The Commission will not consider your financial disclosure statement to be filed until the properly notarized statement is resubmitted.

### **Checklist**

Complete by checking the "yes" or "no" box as to each statement. **Do not leave any statement unanswered.** Note that each statement corresponds to a Schedule. If you have questions as to the meaning of a statement, review the corresponding Schedule and instructions for a more detailed description of the interests involved.

### **SCHEDULE A. Real Property**

Real property held by the filer or by a partnership, limited liability partnership, or limited liability company **in which the filer has an interest** must be disclosed, if it is held at any time during the reporting period. You must report real property whether it is located **in or outside of Maryland.** Partnership property must be disclosed, without regard to the extent of the filer's interest in the partnership. **You must also report any interest you have in leasehold property, for example, property in which you are tenant, including business offices and personal residences.** You must report your personal residence if it is owned directly by you, attributable to you, or rented by you. Note also that all appropriate information (e.g., date, seller, etc.) must be reported for land you own, whether or not you have constructed improvement on it.

Schedule A deals with real property interests only; do not report here your interests in business entities. If real property held by an entity is attributable to you, or is a partnership, limited liability partnership, or limited liability company property, list the real property on this Schedule. Report your interests in the entity on Schedule B, C, or H (whichever is appropriate) if it falls within the reporting requirements of those Schedules.

Please answer the Questions 1 through 11c as appropriate. The Ethics Law requires for each property to be disclosed that you give the location, the type of property, the nature and extent of your interest, the identity of other persons holding an interest in the property, encumbrances, date and manner of acquisition, the identity of the person from whom you acquired the property, and the nature and amount of consideration. Additionally, if you

transferred the property during the calendar year, the name of the person to whom you transferred the property, the portion of interest transferred and the amount of consideration received is required to be disclosed.

**SCHEDULE B. Interests in Corporations/Partnerships**

Report all interests in any corporation, partnership, limited liability partnership or limited liability company held by you during the reporting period, whether or not the entity does business with the Town. Example of frequently disclosed items on this schedule are corporate stocks, corporate bonds, and partnerships. Interests in publicly traded mutual funds traded on a national scale need not be disclosed unless the mutual fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the filer's governmental unit. Filers are not required to disclose holdings in an Internal Revenue Service qualified trust or college savings plan. This would include the Maryland College Savings Plans, such as 529 investment accounts. This would also include 401(a), 401(k), and 457 (deferred compensation) accounts. Other possible qualified retirement accounts include 403(b) plans. Filers must determine whether the plan in which they participate meets the requirements for exemption from disclosure. (See definition of "interest" in glossary of terms.)

Please answer the Questions 1 through 8C as appropriate. The Ethics Law requires for each interest to be disclosed that you give the name and address of the entity, the nature and extent of our interest, the amount of the interest, other interests held in the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed. **If the acquisition solely consists of an addition to an existing, public traded corporate interest acquired by dividend or dividend reinvestment is less than \$500, you need not provide any additional information.**

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

**SCHEDULE C. Interests in Non-Corporate Business Entities**

Report all interests in any non-corporate business entity not disclosed on Schedule B that does business with the Town. A sole proprietorship is the type of entity that is included on this Schedule.

Please answer the Questions 1 through 6C as appropriate. The Ethics Law requires for each interest in any non-corporate business entity doing business with the Town that you give the name and address of the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed.

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

#### **SCHEDULE D. Gifts**

You must report each gift in excess of \$20 in value, or a series of gifts from any one person totaling \$100 or more, received by you at any time during this reporting period or by any other person at your direction, from or on behalf of, directly or indirectly, any person who does business with the Town or is regulated by the State, or is registered or required to register under the lobbying title of the Public Ethics Law for each gift, answer Questions 1 through 4. Generally, gifts received by members of your immediate family will be considered as gifts received by you for reporting purposes. You should note if the gift was received by a spouse or dependent child.

The following gifts need not be reported:

1. Gifts received from your spouse, children, and parents.
2. Political campaign contributions regulated in accordance with the provisions of the Elections Article or any other provision of State law regulating the conduct of elections or the receipt of political campaign contributions. Contributions to legal defense funds are generally considered to be gifts under the Ethics Law.

#### **SCHEDULE E. Offices, Directorships, Salaried Employment, and Similar Interests**

List on this schedule the name and address of the principal office of each business entity doing business with the Town in which, at any time during the reporting period, you, or a member of your immediate family (spouse and dependent children) held an office, directorship, salaried employment, or similar interest. Also, list any other similar interests (such as being a partner) held by you or a member of your immediate family during the required reporting period, and not otherwise disclosed on this Schedule, in any business entity doing business with the Town. For example, the presidency of a corporation or a partnership in a law firm should be reported, as should employment as an engineer in a consulting firm that is a partnership. For each office, directorship, and employment to be disclosed, answer Questions 1 through 6.

#### **SCHEDULE F. Debts**

Report all debts you owed during the reporting period to any entity doing business with the Town. Exclude retail credit accounts (which include store and bank charge accounts). You must, however, include installment loans, mortgages, car loans, or other time-fixed liabilities owed to an entity doing business with the Town.

Please answer Questions 1 through 7 for each debt to be disclosed. The Ethics Law requires that you identify the person or entity to whom the debt is owed, the date the debt was incurred, the terms of payment of the debt, the amount of the debt owed as of the last day of the calendar year, the extent to which the principal amount of the debt increased or decreased during the calendar year, and a description of any security given for the debt. Additionally, if this transaction results in a debt being owed by your spouse or dependent child, you need to identify your spouse and/or child and describe the transaction.

#### **SCHEDULE G. Family Members Employed by the State**

Please answer Questions 1 through 3 as appropriate listing all members of your immediate family (spouse and dependent children) who were employed by the Town in any capacity at any time during the reporting period. Include the name of the agency where employed.

**SCHEDULE H. Employment and Business Ownership**

Please answer Questions 1 and 2 as appropriate listing: 1) the name and address of any places of employment for you, your spouse, or a dependent child, and 2) business entities wholly or partially owned by you, your spouse, or a dependent child, and from which income was earned during the reporting period whether the entity did business with the Town. For example: salaried employment, individual consulting activities, private practices, and business activities involving income-producing real property. Regarding dependent children, you need report only earned income from employment or an interest in a business entity if that employment of business entity did business in excess of \$10,000 with your agency or was regulated by your agency. For example, if your dependent child had summer employment as a lifeguard or in a local restaurant, you need not report that child's employment.

**SCHEDULE I. Optional**

You may use this Schedule for any interest or transactions you have not been required to disclose on Schedule A through H but wish to disclose. This Schedule may also be used to further explain any prior entry.

**TOWN OF SNOW HILL  
ELECTED OFFICIALS  
FINANCIAL DISCLOSURE STATEMENT – FORM #1**

1. Fill in the preliminary information requested in the box below. Be sure to identify correctly the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

**I Would Like To Be Notified If Someone Looks At My Form** ☐

Regular Reporting Period: January 1 through December 31, \_\_\_\_\_  
Or  
Termination Report: January 1 through \_\_\_\_\_

**PLEASE PRINT OR TYPE**

FIRST NAME	INITIAL	LAST NAME
CURRENT OFFICE ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
ELECTED OFFICIAL		
OFFICE FOR WHICH CERTIFICATION OF CANDIDACY IS BEING OR HAS BEEN FILED, IF ANY		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by the Town's Ethics Ordinance with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through L.

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information, and belief.

**Signature of Person Filing:** \_\_\_\_\_

(SEAL)      **Date:** \_\_\_\_\_

**Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_

**Signature of Notary Public:** \_\_\_\_\_

**Printed/Typed Name of Notary Public:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

**Instructions:**

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you are required to check "Yes" to any question be sure to complete the corresponding Schedule.

- A. I held interests during reporting period in real property.  
(If "Yes", complete Schedule A)
- B. I held interests during reporting period in corporations, partnerships, and similar entities. (If "Yes", complete Schedule B)
- C. I held interests in a non-corporate business entity which did business with the Town, other than a partnership. (If "Yes", complete Schedule C)
- D. I received gifts during reporting period from persons doing business with the Town, regulated by the Town, or registered or required to register as lobbyists. (If "Yes", complete Schedule D)
- E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the Town. (If "Yes, complete Schedule E)
- F. I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the Town. (If "Yes", complete Schedule F)
- G. A member of my immediate family was employed by the Town of Snow Hill during my reporting period. (If "Yes", complete Schedule G)
- H. I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes", complete Schedule H)
- NOTE: Read the instructions to Schedules I, J and K carefully prior to answering the questions regarding these schedules.**
- I. I represented a person for compensation before a Town agency other than in a judicial or quasi-judicial proceeding.
- J. I represented a Town agency for compensation or had a contractual relationship with the Town or conducted a transaction with the Town for monetary compensation.
- K. I, my spouse, or dependent children together or separately have either 10% or more of the capital stock or stock worth \$25,000 or more in a corporation subject to regulation by a Town agency or any interest in a partnership, limited liability partnership or limited liability company subject to regulation by a Town agency.
- L. Is additional information set forth on Schedule L? (If "Yes", complete Schedule L)

	YES	NO
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		
K.		
L.		

## SCHEDULE A – Real Property Interests

Do you have any interest (as an owner or a tenant, including interests in time shares) in real property in Maryland or in any other state or country?

☐ Yes  
☐ No (Go to Schedule B)

**If Yes:** (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)

1. What is the address or legal description of the property? (Give the street address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)

Street Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

2. What kind of property is it?

Improved (indicate whether property is residential or commercial, etc.): \_\_\_\_\_

Unimproved (vacant lot): \_\_\_\_\_

3. Is the interest held directly by you or is it attributable to you? (See Paragraph D of Instructions for definitions of "attributable".)

Direct \_\_\_\_\_

Attributable \_\_\_\_\_

4. Are you the owner or tenant?

Owner \_\_\_\_\_

Tenant \_\_\_\_\_

5. Do you hold the interest solely or is it jointly held with another?

Solely \_\_\_\_\_ Jointly \_\_\_\_\_ Tenants by the Entirety \_\_\_\_\_

If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s): \_\_\_\_\_

6. Are there any legal conditions or encumbrances on the property? (Example: mortgages, liens, contracts, options, etc.)

☐ Yes

☐ No

**If yes,** what is/are the names(s) of the lender(s), creditor(s), lien holder(s), etc.? \_\_\_\_\_

7. What date was the property acquired? \_\_\_\_\_



8. How was the property acquired? (Example: purchase, gift, inheritance, etc.)  
\_\_\_\_\_
9. From who was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)  
\_\_\_\_\_
10. Have you transferred any interest in this property during the reporting period?

\_\_\_\_ Yes  
\_\_\_\_ No

**If Yes:**

- 10.A. What percentage of interest did you transfer? \_\_\_\_\_ %
- 10.B. What consideration did you receive for the interest (money, property, services?)  
\_\_\_\_\_
- 10.C. To whom did you transfer the interest? \_\_\_\_\_

**If you have any additional interests in real property in Maryland, any other State, or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entity.**

## SCHEDULE B – Interests in Corporations and Partnerships

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period whether the entity did business with the Town?

☐ Yes  
☐ No (Go to Schedule C)

**If Yes:** (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol: \_\_\_\_\_

2. Does the stock of the corporation trade on a stock exchange?

☐ Yes  
☐ No If "No", the legal address of the entity's principal office: \_\_\_\_\_

3. Is the interest held directly by you or is it attributable to you? (See Paragraph D of Instructions for definition of "attributable".)

Directly \_\_\_\_\_ Attributable \_\_\_\_\_

4. Do you hold interest in your name alone, or is it held jointly?

In your name alone: \_\_\_\_\_ Jointly: \_\_\_\_\_

If jointly, what percentage of your interest: \_\_\_\_\_ %

5. What is the nature of your interest? (Example: stock, notes, bonds, puts, calls, straddles, purchases options, etc.) If in the non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: \_\_\_\_\_ Percentage of ownership: \_\_\_\_\_ %

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

☐ No  
☐ Yes If yes, name of entity holding the encumbrance: \_\_\_\_\_

7. Did you acquire an interest in the entity during the reporting period?

☐ Yes  
☐ No

**If Yes:**

7.A. In what month was the interest acquired? \_\_\_\_\_

- 7.B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.): \_\_\_\_\_
- 7.C. From who did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage): \_\_\_\_\_
8. Have you transferred any interest in this entity during the reporting period?
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No
- If Yes:
- 8.A. What portion of the interest was transferred? \_\_\_\_\_
- 8.B. To whom did you transfer your interest in the entity? \_\_\_\_\_

**If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.**

**SCHEDULE C – Interests in Non-Corporate Business Entities Doing Business  
with The Town**

Do you have an interest in any non-corporate business entity (a sole proprietorship) that did business with the Town during the reporting period?

☐ Yes  
☐ No (Go to Schedule D)

**If Yes:** (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. Is the interest held directly by you or is it attributable to you? (See Paragraph D of Instructions for definition of "attributable".)

Direct: \_\_\_\_\_ Attributable: \_\_\_\_\_

3. Do you hold the interest solely or is it jointly held with another?

Solely: \_\_\_\_\_ Jointly: \_\_\_\_\_

If jointly, the percentage of your joint interest: \_\_\_\_\_ %

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

☐ Yes      If yes, give name of creditor: \_\_\_\_\_  
☐ No

5. Was any interest acquired during the reporting year?

☐ Yes  
☐ No

**If Yes:**

5.A. What month was the interest acquired? \_\_\_\_\_

5.B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)  
\_\_\_\_\_

5.C. From whom did you acquire the interest? \_\_\_\_\_

6. Did you transfer any of your interest during the reporting period?

☐ Yes  
☐ No

**If Yes:**

6.A. What percentage of interest, if less than all, was transferred? \_\_\_\_\_ %

6.B. To whom did you transfer your interest in the entity? \_\_\_\_\_

**If you have additional interests in sole proprietorship(s) that did business with the Town during the reporting year, please use additional sheet(s) if necessary, and answer each of the questions for each additional entry.**

## **SCHEDULE D – Gifts**

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of \$20.00 or a series of gifts from the same donor with a cumulative value of \$100.00 or more from a person or entity who: 1) did business with the Town; 2) engaged in an activity that was regulated or controlled by the Town; or 3) was a regulated lobbyist? Gifts received from a member of the official's or employee's immediate family, another child, or a parent of the individual, do not need to be disclosed.

- ☐ Yes  
☐ No (Go to Schedule E)

**If Yes:** (Answer each question below. A separate Schedule D will be required for each gift.)

1. Who gave you the gift? \_\_\_\_\_
2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, book, etc.) \_\_\_\_\_
3. What was the value of the gift? \_\_\_\_\_
4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift. \_\_\_\_\_

**Please use additional sheet(s), if necessary, for any additional entries.**

**SCHEDULE E – Officers, Directorships, Salaried Employment, and Similar Interests**

During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the Town?

☐ Yes  
☐ No (Go to Schedule F)

**If Yes:** (Answer each question below. A separate Schedule E will be required for each disclosure.)

1. What is the name and address of the business entity?

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

2/ Who was the individual who held the position or interest listed above? (Example: yourself, spouse, dependent child)

Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ Dependent Child: \_\_\_\_\_

2.A. Name of spouse or dependent child: \_\_\_\_\_

3. What is the title of the office you, your spouse, or dependent child held? (Example: limited partner, director, treasurer, chair of board of trustees, etc.) \_\_\_\_\_

4. What year did the position begin? \_\_\_\_\_

5. With what Town Agency(ies) did the business entity do business?  
\_\_\_\_\_

6. What was the nature of the business? (Example: regulated by your agency, registered under the lobbying law, or involved with sales and contracts with the Town)  
\_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

### **SCHEDULE F – Debts You Owe**

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the Town? (NOTE: If, on SCHEDULE A, B, or C you listed a financial entity that did business with the Town as the holder of your mortgage or other encumbrance, you must complete SCHEDULE F regarding that indebtedness.)

☐ Yes

☐ No (Go to Schedule G)

**If Yes:** (Answer each question below. A separate Schedule F will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

2. When was the debt incurred?

3. What are the interest rate and terms of payment of the debt?

Interest Rate:

Terms (monthly, bimonthly, annually, etc.)

4. What was the amount of the debt as of the end of the reporting period?

☐ over \$25,000.00 ☐ under \$25,000.00

5. Did the principal of the debt increase ☐ or decrease ☐ during the reporting period?

6. Was any security given for the debt?

☐ Yes

☐ No

If Yes: Please state what type of security was given (home, car, boat, etc.):

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child, and describe the transaction.

**If necessary, please use additional sheet(s) for any additional entries.**



### **SCHEDULE G – Family Members Employed by the Town**

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the Town in any capacity?

☐ Yes

☐ No (Go to Schedule H)

**If Yes:** (Answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the Town.)

1. What is the relation and name of the immediate family members employed by the Town? \_\_\_\_\_
2. What is the name of the agency that employed the member of your immediate family? \_\_\_\_\_
3. What was the title of your immediate family member's position in the Town agency during the reporting period? \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

## **SCHEDULE H – Employment/Business Ownership**

During the reporting period, did you or any member of your immediate family, receive any earned income from an entity other than the Town of Snow Hill? Please note that your dependent child's employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of the Town or has contracts in excess of \$10,000 with the Town.

☐ Yes  
☐ No (Go to Schedule I)

**If Yes:** (Answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name, and address of the business entity.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Business Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

**SCHEDULE I – Disclosure of Interest – Representation before a Town Agency**

Did you represent a person for compensation before the Town of Snow Hill other than in a judicial or quasi-judicial proceeding?

☐ Yes

☐ No (Go to Schedule J)

**If Yes:** (Answer each question below. A separate Schedule I will be required for each interest to be disclosed.)

1. I am representing or represented for compensation.

Name: \_\_\_\_\_

As an: \_\_\_\_\_

Before: \_\_\_\_\_

Date: \_\_\_\_\_

For the following consideration: \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

**SCHEDULE J – Disclosure of Interest – Financial Relationship with the Town**

Did you represent the Town of Snow Hill for compensation, or any governmental entity governed by the Town, or have a contractual relationship with the Town or entity, or conducted a transaction with the Town of Snow Hill for monetary compensation?

☐ Yes  
☐ No (Go to Schedule K)

As to the Town of Snow Hill or any governmental entity

**If Yes:** (Answer each question below. A separate Schedule J will be required for each interest to be disclosed.)

1. I have entered into a financial relationship with:

Name of Government Agency: \_\_\_\_\_

To \_\_\_\_\_  
(Position of Employment, Services Performed, or Details of Transaction Entered)

For the following consideration: \*\*\$ \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

**SCHEDULE K – Disclosure of Interest: Interest in a Business Regulated by a  
Town Agency**

Did you, your spouse or dependent children together or separately have either 10% or more of the capital stock or stock worth \$25,000 or more in a corporation subject to regulation by the Town or any interest in a partnership, limited liability partnership or limited liability company subject to regulation by a Town agency?

☐ Yes  
☐ No (Go to Schedule L)

**If Yes:** (Answer each question below. A separate Schedule K will be required for each interest to be disclosed.)

I hereby report that I and/or Name of Immediate Family Member:

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

My \_\_\_\_\_ (spouse, self, dependent child) together or separately own a reportable interest in: \_\_\_\_\_

This Business Entity is subject to regulation by:

\_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

## **SCHEDULE L – Other**

**Is there any additional information you would like to include?**